

Guidelines for CodeNEXT Deliberations

While deviation may be appropriate on occasion, to the greatest extent possible the chair and members of the commission should adhere to the following guidelines in deliberating and acting on CodeNEXT.

- 1) Shall take up potential consent items (from any Chapter) first, followed by Chapter 23-4 (Zoning), followed by Mapping of 23-4 Zoning.
- 2) Shall take up subsequent Chapters in the following order
 - a. Chapter 23-1 Introduction
 - b. Chapter 23-2 Admin & Proc.
 - c. Chapter 23-3 Gen. Planning
 - d. Chapter 23-5 Site Plan
 - e. Chapter 23-6 Subdivision
 - f. Chapter 23-9 Transportation
 - g. Chapter 23-10 Infrastructure
 - h. Chapter 23-7 Demolition/Relocation...
 - i. Chapter 23-8 Signage
 - j. Chapter 23-12 Airport Hazard...
 - k. Chapter 23-13 Def. & Measurements
- 3) Shall take up motions to recommend to Council Draft 3 language or modifications to it by division level or smaller using the phrasing "I move that the Planning Commission recommend Division 23-2-1A-1, as proposed by Staff in Draft 3" or "I move that the Planning Commission recommend Division 23-2-1A-1 as modified by the following amendment." Items approved in this manner shall be placed into "basket" awaiting final recommendation of all approved items together be moved to City Council upon final deliberation. This shall allow the commission to revisit approved items during the debate if new information or related information impacts previously approved items.
- 4) Shall not consider base motions for text amendments to the above Chapters that were not filed by 12pm on Monday, May 7th, 2018, (submitted to staff liaison) using the format specified by the chair.
- 5) Shall not consider mapping amendments to the Draft 3 map that were not filed by 12pm on Friday May 11th, 2018, (submitted to staff liaison) using the format of the commissioner's choice.
- 6) During debate on a main motion, or a substitute motion, each side may allow input from three (3) Commissioners, for up to three (3) minutes per Commissioner in support of or in opposition to the motion. If $\frac{2}{3}$ of the Commission (rounded up) believes that more time is needed for a particular motion, then the Commission may grant an additional five (5) minutes to both sides (can be split between interested commissioners).
- 7) Shall allow no more than two motions to amend or substitute motions on the same main motion per Commissioner. During debate on amendments to motions, each side may allow input from three (3) Commissioners, for up to one (1) minute per Commissioner in support or opposition to the motion. Commissioners should feel comfortable making motions to "lay on the table indefinitely" or to "lay on the table until a certain time". A motion to "lay on the table indefinitely" is not debatable and will be immediately taken for a vote. This can curtail lengthy discussions if there is not significant support. "Laying on the table until a certain

time" may be used to allow the commission to move to new items to return to the original item later in the debate when more information is available.

- 8) In to consider a Division or Section in detail, the Commissioners should consider motions on the main motion such as "I move to divide the question." or "I move to consider by paragraph/table." A motion to divide the question can split two or more parts of a motion into separate components that each get a vote. A motion to consider by paragraph/table will allow the Commission to consider each part or table in detail. Rules for a "divided" motion, as stated in item 6 above, apply to each part when divided.
- 9) Subject to the chair's approval commissioners may ask question of staff at any time. At the request of 2 or more commissioners and subject to the chairs approval a commissioner may ask specific questions of persons in the audience during deliberations who may speak up to 2 minutes. This procedure should be used sparingly and may not result in re-opening the public hearing
- 10) When considering amendments to the map, first determine an overall approach to amendment policy before considering area specific amendments. These amendments should take the structure of "Allow RM type zones immediately behind a parcel an Imagine Austin Corridor for 1/8 mile away from the corridor" or "do not allow zones more intensive than R3 in the following neighborhoods" or other broad-based approaches to developing an approach to mapping. The commission shall limit this step to no more than three hours. Mapping amendments presented for discussion under item 5 above shall initiate this conversation.
- 11) Each Commissioner may offer up to four amendments to specific, discrete areas to refine and clarify the broad approaches from the prior step. These specific, discrete areas are not subject to amendment or substitution to allow each Commissioner a chance to receive an up or down vote on the choices presented. The motion maker shall have five (5) minutes to make a speech for the amendment(s), and one (1) opponent to the motion, if any, shall have three (3) minutes to make an opposing speech.
- 12) Following the conclusion of the opportunity for each Commissioner to offer specific, discrete clarifications, the Commission shall conclude recommendations to modify the map and consider a motion to forward its recommendations to Council.
- 13) Boards & Commission Reports (if previously submitted) will be responded to by the Planning Commission.
- 14) Every portion of Title 23 (as identified above under items 1 and 2) will receive, at a minimum, high-level recommendations.
- 15) Following the conclusion of debate for all of the CodeNEXT text that the Planning Commission considers, a Commissioner satisfied with the state of the recommendations should make the motion "I move to forward all of our recommendations on each Chapter to City Council." Motions to amend a previously recommended chapter are in order only at this time (or on a motion to reconsider). See item 3 above. These motions should be of a nature to bring harmony between Chapters based on the sum of all recommendations. For example, if parking rules in 23-4 should change because of administrative amendments in 23-2, then the Commission could harmonize these rules.